

Title: Continuing Education

Purpose

In order to promote and maintain a quality WIC Program, Local Agency (LA) staff are required to obtain approved continuing education credits.

Authority

7CFR 246.7 & 246.11 (c) (2)

Policy

It is the policy of the Montana WIC Program that all Local WIC Program staff who provide direct WIC services to program participants must successfully attain the required hours of continuing education in one contract period (12 months) while employed or volunteering in WIC.

I. Continuing Education Credit(s)

- A. Continuing Education Credit(s) must be requested by one of two methods, pre-event method or post-event method.

II. Pre-event Method

- A. Pre-event Method: This is the preferred method for approval of continuing education credits. The program planner for major State conferences which will be attended by many Montana WIC staff (Spring Meeting, MPHA, and MDA) generally requests continuing education units for WIC in advance. Application by this method provides knowledge of what will count for CEU's prior to attending.
 - 1. Request the form or copy it from the current State Plan (form follows this policy).
 - 2. Complete the form with the requested information. Attach additional sheet if necessary to list session instructor(s), qualification(s) and objective(s).
 - 3. List the number of CEU hours requested. If credit for multiple sessions is being requested, break out by session.
 - 4. Attach the brochure or program information. The more complete the information provided, the easier it will be to make the determination.
 - 5. Submit the request as soon as possible prior to the event (3 months prior to the event, when possible). Submitting less than 3 months prior to the event may result in non-approval due to the short notice.
 - 6. Call if you have questions about approval or to check on progress of the approval; the phone numbers are 1-800-433-4298 option 3 or 406-444-2841.

III. Post-Event Method

- A. This method is appropriate when approval has not been obtained prior to the event.

1. Request the form or copy it from the current State Plan (form follows this policy).
2. Complete the form with the requested information. Attach additional sheet if necessary to list session instructor(s), qualification(s), relationship and concept item(s).
3. List the number of CEU hours requested. If credit for multiple sessions is being requested, break out by session.
4. Attach the brochure or program information. The more complete the information provided the easier it will be to make the determination.
5. Submit the request within 90 days of attending the event. If you submit the request after 90 days, the request will be denied.
6. Be aware that approval of CEU's by this method requires each staff member requesting credit to discuss concepts learned and describe how these concepts will be applied on the WIC job.
7. Call if you have questions about approval or to check on progress of approval; the phone numbers are 1-800-433-4298 option 3 or 406-444-2841.

IV. Approved Continuing Education

- A. A portion of an event may be approved for continuing education credit (i.e., you plan to attend the Montana Perinatal Association Meeting).

V. Completion

- A. The information below describes the required number of CEU's required.

Continuing Education is Successfully Completed If...	
State office records show the following CEU hours attained in a 12 month period from Oct. 1 to Sept. 30.	
EMPLOYED...	THEN YOU NEED...
Full time	12 hours for each 12 month period
Part time (.5 – 1.0 FTE)	12 hours for each 12 month period
Part time (less than .5 FTE)	6 hours for each 12 month period

Note: All CEC's MUST be approved in advance by the State WIC Nutrition Education Coordinator. Use either the "Pre-Event Request for Continuing Education Credit Approval" or "Post Event Request for Continuing Education Credit Approval" Forms.

See Attachment [Pre-Event Request for Continuing Education Credit Approval Form](#)

See Attachment [Post-Event Request for Continuing Education Credit Approval Form](#)